

**Rules of Procedures for Ensuring Professional Development  
for Academic Staff and Research Fellows  
in the Institute of the Theology of the EELC**

**1. General provisions**

These rules of procedures for ensuring professional development (hereinafter: the Rules) for teaching staff and research fellows describe the principles of planning and organizing training and continuing education of the teaching staff and research fellows in the Institute of the Theology of the EELC (hereinafter: the Institute).

**2. Objective**

The objective of ensuring professional development for teaching staff and research fellows is to contribute to obtain the objectives of the Institute by enhancing the professional skills of the teaching staff and research fellows, sharing common values and shaping an academic staff who is interested in continuous refreshment of one's knowledge and skills.

**3. Tasks**

- 3.1. Enhancing the qualification of teaching staff and research fellows.
- 3.2. Shaping common understanding of education activities.
- 3.3. Enhancing the quality of teaching and fostering research work.
- 3.4. Enhancing motivation.

**4. Stages of organisation of training and continuous education**

- 4.1. Discussing personalized training and research needs during evaluation interview with the Dean. The evaluation interview takes place once a year and both personal issues and development of the faculty as well as curriculum are discussed.
- 4.2. Enabling up to one semester of academic leave once in 4-5 years for research and self-development – basic and applied research, preparation of teaching materials, writing scientific articles and monographs, etc.
- 4.3. Planning the trainings.
- 4.4. Carrying out the trainings.
- 4.5. Analysing the trainings.

**5. Types of training and continuous education**

- 5.1. Collective courses of continuous education are organised by the Institute at least once a year.
- 5.2. Participation in short-term professional conferences.
- 5.3. Participation in long-term professional conferences, including assignments abroad.
- 5.4. Publishing of a research paper, i.e. independent self-development – publications by teaching staff are fostered by the Institute.

## **6. Planning of training and continuous education**

6.1. Period: one fiscal year, January 1 – December 31.

6.2. Budget: The sums allocated from the budget of the Institute, Uni Project, the Lutheran World Federation (LWF), and project-based grants and scholarships from the Evald Saag Endowment Fund (ESEF).

6.3. The training is planned on the following bases:

6.3.1. Needs for training regarding the objectives of the Institute.

6.3.2. Information based on the evaluation interview.

6.3.3. Analysis of held training sessions.

## **7. Financing of training and continuous education**

7.1. Collective training courses are funded by budget of the Institute or project funds.

7.2. Participation in short-term professional conferences is financed by budget of the Institute, including by the Uni Project and other project funds.

7.3. Participation in long-term professional conferences and assignments abroad is financed by Lutheran World Federation scholarships, project-based grants, scholarships from the Evald Saag Endowment Fund (ESEF) and the budget of the Institute.

7.4. Costs of independent self-development, research and publishing of papers are financed by Lutheran World Federation scholarships, project-based grants, scholarships from the Evald Saag Endowment Fund and the budget of the Institute.

7.5. During the months or the semester free of teaching assignments for research or independent self-development the salary fixed by the contract of employment is covered by the budget of the Institute, Evald Saag Endowment Fund of the Institute or project-based grants.

## **8. Dates of training and continuous education**

8.1. Training and continuous education courses take place according to the training plan or on the basis of the Rector's decision generally during working hours.

## **9. Participating in training**

9.1. At least three working days prior to the training course the participant submits to the Dean an application of training, on the basis of which the Rector prepares the training order, if necessary.

9.2. A teaching staff member who is registered to the training course is obliged to participate in training to its full extent. A teaching staff member who cannot participate in training, must inform the Dean and the training institutions about his/her good reason of being absent.

9.3. The teaching staff member who participated in training presents after the training a certificate about the time and content of education, on the basis of which the Head of the Rector's Office registers the certificate in the EHIS.

## **10. Evaluation of training and evaluation of the effectiveness of the training**

10.1. Unless otherwise agreed, the academic staff member or research fellow is obliged to submit a report to the Dean within one week of training for participation in the training, also providing an assessment to the passed training, and briefly analysing the completed training, and further fixes his own desires and suggestions.